SC Architecture Oversight Committee (AOC) Meeting
State Data Center, Room 105
April 27, 2005

AOC Members in Attendance:

Pat O'Cain	Comptroller General's Office
David O'Berry	Probation, Parole and Pardon Services
Catherine Lee	Arts Commission
GiGi Brickle	Legislative Printing
Bob Arndt	Department of Health and Environmental Control
Camille Brown	Commission on Higher Education
David Elwart	Department of Parks, Rec and Tourism
Richard Wicker	State Housing Authority
Randy Senn (At-Large)	SCANA Corporation
Billy Deaton	State Treasurer's Office
Jerry Brown	Department of Labor, Licensing and Regulation
Steve Flowers	State Accident Fund
David Foshee	Department of Disabilities and Special Needs
Chuck Fallaw (Acting-Chairman)	Division of the State Chief Information Officer

Call to Order
The meeting was called to order at 2:06 pm by Mr. Chuck Fallaw.

Establish Quorum
 A quorum was established.

Approve Agenda
 A motion was made, seconded and passed to accept the proposed agenda for the meeting.

Approve Minutes of Last Meeting
No additions or corrections were made to the minutes from the last meeting. A motion was then made and passed to accept the minutes as written.

New Business
Mr. Chuck Fallaw announced the resignation of former Chairman Larry Johnson and that he will be serving as Acting-Chairman of the AOC.

Presentation of one Proposed Standard from the System Management Service Domain Subcommittee
Mr. Russell Collier of the Systems Management Services Domain presented the proposed Network/Events Monitoring discipline. The discipline was then open for discussion. No further

recommendations were made by the AOC. A motion was made, seconded and passed to accept the discipline as presented.

This concluded the presentation by Mr. Collier.

Annual Review of Eight Disciplines for Review from the Presentation Services Domain
Mr. Tom Barrett (Chair) of the Presentation Services Domain presented the domain discipline updates and recommended only minor changes for the following Disciplines:

- Assistive Technology - The discipline was then open for discussion. No further recommendations were made by the AOC. A motion was made, seconded and passed unanimously to accept the discipline as presented.
- Client Operating System - The discipline was then open for discussion. No further recommendations were made by the AOC. A motion was made, seconded and passed unanimously to accept the discipline as presented.
- Collaborative File Formats - The discipline was then open for discussion. No further recommendations were made by the AOC. A motion was made, seconded and passed unanimously to accept the discipline as presented.
- Desktop Productivity Tools - The discipline was then open for discussion. No further recommendations were made by the AOC. A motion was made, seconded and passed unanimously to accept the discipline as presented.
- Dumb Terminals - The discipline was then open for discussion. No further recommendations were made by the AOC. A motion was made, seconded and passed unanimously to accept the discipline as presented.
- Minimum Desktop Hardware - The discipline was then open for discussion. It was recommended by the AOC to specify the storage component as 40GB+ EIDE/SATA and to identify 64 bit Extensions/Compatible as the emerging platform for this discipline. Also, it was suggested to update Compaq to Compaq/HP. A motion was made, seconded and passed unanimously to accept the discipline with the recommended changes.
- Minimum Laptop Hardware - The discipline was then open for discussion. No further recommendations were made by the AOC. A motion was made, seconded and passed unanimously to accept the discipline as presented.
- Personal Digital Assistant Operating Systems - The discipline was then open for discussion. It was recommended to add Blackberry under baseline and as a mainstream platform. A motion was made, seconded and passed unanimously to accept with the recommended change.

This concluded the presentation by Mr. Tom Barrett.

AOC Governance Model Changes/Next Steps
Mr. Chuck Fallaw presented the recommendations for changes to the AOC Governance By-Laws that were discussed at the last AOC meeting. The recommendations were then open for discussion. The recommendations presented were:

Revision of the Governance By-Laws Term Limit – It was recommended to delete the phrase "one additional term" in the fourth paragraph of Section 6, Term. Once corrected, this paragraph will read: "At the expiration of their terms, members of the Architecture Oversight Committee

may be re-elected/re-appointed to serve on the Architecture Oversight Committee." A motion was made, seconded and passed unanimously to accept the recommendation as presented.

Delay the Election of Alternates – Mr. Fallaw's recommendation read: "Alternate Replacement - When an alternate is unable to serve for any reason, the replacement shall be selected from the same functional group (but not necessarily from the same agency) to serve out the remainder of the term, *unless the alternate resigns within six months of the annual election process, if so, the alternate will be replaced during the annual election process.* The selection of the replacement alternate will be accomplished through an informal election process."
The AOC recommended the change to read: "Alternate Replacement - When an alternate is unable to serve for any reason, the replacement shall be selected from the same functional group (but not necessarily from the same agency) to serve out the remainder of that term and if there is less than six months on the out going alternate's term, the election will be for the remainder of the current term and the following term. The selection of the replacement alternate will be accomplished through an informal election process." A motion was made, seconded and passed unanimously to accept the recommendation with the recommended change.

Reduction in number of Domain Subcommittees – It was recommended to reduce the number of Domain Subcommittees from six to three. The three subcommittees are recommended to be:
1. Presentation and Computing Services
2. Enterprise Applications
3. Security, Communication and System Management Services
The recommendation did not pass as presented.

Domain Subcommittee Chairs as Alternates – It was recommended that: Each functional group of agencies will have two (2) representatives except for the Legislative group of agencies, which will have only one (1) representative. Each functional group of agencies will also have two (2) designated alternates, except for the Legislative group of agencies which will only have one (1) designated alternate, who may participate on the Architecture Oversight Committee in the absence of the primary representative and shall have voting rights as set forth below. *In the event a situation should occur where a functional group has only one or no representatives and alternates available to attend an Architecture Oversight Committee meeting then, one of the domain subcommittee chairs may be requested to serve on the Architecture Oversight Committee and shall have voting rights as set forth below.* The recommendation did not pass as presented.

Establish an Architecture Compliance Review Panel – It was recommended that an appointed member of the AOC review incoming IT requests in conjunction with the IT Planning Staff. The AOC member will only review those requests that are not in compliance with current standards and/or any requests involving new technologies where there are no standards.
The AOC recommendations were to establish a three person subcommittee to work with the IT Planning Staff to evaluate requests from agencies for products and solutions that do not comply with the State's Enterprise Architecture. This subcommittee will also evaluate requests from agencies for new technologies not currently included in the Enterprise Architecture. A motion was made, seconded and passed unanimously to accept the recommendation with the recommended changes.

Modify/Expand the Focus of the AOC – It was recommended that the focus of the AOC shift from strictly a review and adoption of technical standards to a 'solutions based' or 'best practices' emphasis. To that end, we anticipate that the members of the AOC would then become the champion or lead in specific efforts to develop best practices in matters of interest. Also, the AOC should recognize and follow through with those initiatives identified in the Statewide Strategic IT plan. A motion was made, seconded and passed unanimously to accept the recommendation as presented.

SC Information Technology Strategic Plan Update
Mr. Chuck Fallaw gave an update on the SC Strategic Plan. The Statewide Strategic Plan is now completed. The document received input from the State Business and IT Executives. The Strategic Plan supports the Standards, Best Practices and Policies of the Enterprise Architecture and identifies specific areas requiring action by the AOC.

AOC Action Items identified in the Statewide Strategic IT Plan:
- 1.1.3 Define and publish electronic format for invoices.
- 2.1.5 Develop and publish enterprise management standards and topologies
- 2.3.1 Assess and publish standard directory mechanism
- 4.2.2 Evaluate Open Source Software
- 5.1.1 Adopt 'best practice' for security mechanism for authentication

This concluded the presentation by Mr. Fallaw.

Project Management Training Update

Mrs. Dell Ford gave an update on the Project Management Associate and Senior Level Training. There will also be offered a vendor training session in the near future for the vendor community. Mrs. Ford requested that the AOC approved the recommendation to add 'Enterprise Project Management Software' to the taxonomy and establish a standard for it. A motion was made, seconded and passed unanimously to accept the recommendation as presented.

This concluded the presentation by Mrs. Ford.

Action Items
None.

Adjournment: 3:42p.m.